



**EDDIE BAZA CALVO**  
GOVERNOR

**RAY TENORIO**  
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM  
**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES**  
*DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT*



**JAMES W. GILLAN**  
DIRECTOR

**LEO G. CASIL**  
DEPUTY DIRECTOR

**MAR 30 2012**

Marsha Werner  
Social Services Program Specialist  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade, SW  
Washington, DC 20447

Dear Ms. Werner:

*Buenas yan Hafa Adai!* Enclosed is the Guam Department of Public Health and Social Services Fiscal Year 2011 Post-Expenditure Report for the Title XX, Consolidated Block Grants Program for the period October 1, 2010 to September 30, 2011.

In compliance with Section 2004 of the Title XX statute, this report will be made available for public review and comment.

Please contact Ms. Lydia Diaz Tenorio, Human Services Program Administrator for the Bureau of Social Services Administration at (671) 475-2653/2672 for any questions you may have.

We sincerely appreciate your continued support. *Si Yu'us Ma'ase.*

Sincerely,

James W. Gillan

Enclosure

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**TITLE XX, CONSOLIDATED  
BLOCK GRANTS PROGRAM  
POST-EXPENDITURE  
REPORT**

**October 1, 2010 through September 30, 2011**

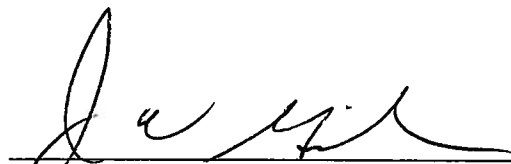


**Prepared by  
Guam Department of Public Health & Social Services  
Bureau of Social Services Administration**

## CERTIFICATION

I hereby submit to the people of Guam and the Federal Government the Title XX, Consolidated Block Grants Program Post-Expenditure Report for Fiscal Year 2011, covering the period October 1, 2010 to September 30, 2011.

The Department of Public Health and Social Services is the designated single State agency responsible for administering the Consolidated Grants Program within the island of Guam.



JAMES W. GILLAN

Director, Department of Public Health and Social Services

3-28-12

Date

# **TITLE XX SOCIAL SERVICES BLOCK GRANT**

## **POST-EXPENDITURE REPORT**

This report covers the period October 1, 2010 through September 30, 2011 summarizing the activities and programs supported with Title XX funds.

Copies of this report are available for the public to review. The public may obtain a copy by contacting the Department at the following address and contact numbers:

Department of Public Health & Social Services  
Bureau of Social Services Administration  
194 Hernan Cortez Avenue, Suite 309  
Hagatna, Guam 96910

Office # (671) 475-2653  
Fax # (671) 477-0500

### **I. PROGRAM INTRODUCTION**

Title XX program funds are received annually by the Guam Department of Public Health and Social Services (DPHSS) from the United States Department of Health and Human Services, Administration for Children and Families. Title XX of the Social Security Act is also referred to as the Social Services Block Grant (SSBG). The SSBG is a capped entitlement program in which funds are used by States towards achieving five broad social services goals which are outlined in Section 2001 of the SSBG rule.

Guam's Title XX SSBG program is a consolidation of various block grants that include the following: Child Abuse and Neglect, Child Welfare Services, Children's Justice, Community Services Block Grant, Community-Based Family Resource, Family Violence Prevention, Low Income Home Energy Assistance, and the Family Preservation and Support Services Programs.

Consolidation of certain grant-in-aid program funds by federal agencies to the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands (the Republic of Palau), and the Commonwealth of the Northern Mariana Islands is authorized in 45 CFR Part 97 – Consolidation of Grants to the Insular Areas.

The Bureau of Social Services Administration (BOSSA) of the DPHSS administers the Title XX SSBG program. Funds are spent primarily to support child protective services, foster care, adoption services, home studies for adoption, termination of parental rights, guardianship, home studies for child custody, suitability of placement for children, child care licensing, certification of foster homes, and family preservation and support services. The mission of the

BOSSA is “To Provide Protective Services to Children and Strengthen their Families.”

The SSBG funds are available for a two-year period of which unspent funds in the current fiscal year are carried over to the following fiscal year. The actual SSBG award for this period was \$2,295,866.00. Guam spent \$845,130.96 for program operations.

The fiscal year 2010 carry over SSBG funds spent for this period was \$1,822,619.32. Foster care funds spent during this period to carry out BOSSA’s child and family welfare programs was \$1,871,530.80.

## **II. DEFINITION OF A CHILD**

The definition of a child/minor is a person who is under eighteen years of age.

## **III. PROGRAM OUTLINES**

The following section is a description of the individual program areas. Each program description summarizes the types of activities supported, the eligibility criteria and the categories and characteristics of the individuals served.

### **CHILD PROTECTIVE SERVICES SECTION**

Child Protective Services (CPS) was established on the premise that all children have the right to a stable, loving and nurturing home environment. The section receives referrals of suspected child abuse and neglect (CAN). Guam Public Law 20-209, the *Child Protective Act*, sets forth the legal requirements of the agency to investigate each report of suspected child abuse or neglect. The agency is thus mandated to advocate for the child and provide appropriate and timely intervention to prevent family breakdown and support services to preserve family stability to the maximum extent possible. The CPS section is comprised of four units: Intake, Crisis Intervention, Investigation and Case Management Units.

Individuals served by CPS include abused and neglected children and their families. Eligibility criteria include any child in the island of Guam ages 0-17, and their families. The family court may impose agency jurisdiction beyond 17 years of age, up to age 21. In addition, the military cases fall within the local CPS jurisdiction.

Public Law 24-239, the *Guam Family Violence Act of 1998* outlines mandates for the agency to cross-screen CAN referrals for family violence. If family violence has occurred in the household, CPS is required to seek the removal of the alleged perpetrator(s) from the home if the child is in danger of abuse or neglect. Appropriate services to address family violence and prevent recurrence must be coordinated for the child and family through community resources.

The **CPS Intake Unit** receives and screens reports of child maltreatment and makes assessments to determine if the criteria for CPS involvement are met. The child, family and other relevant persons are interviewed to gather pertinent information. The unit also conducts risk assessment on the child and determines the immediacy of the response based on information received.

The **CPS Crisis Intervention Unit** receives referrals requiring immediate intervention and response for the purpose of conducting risk and safety assessments that could lead to removal and placement of the minor(s). Workers intervene to stabilize crisis and exert protective custody if necessary. They also lead a multi-disciplinary team interview whenever all necessary parties are available. They collect and complete documents related to crisis cases, such as ex-parte worksheets, declarations and notification of removal to parents. The unit responds to crisis twenty-four hours a day, seven days a week. CPS supervisors and workers alternate on-call duties after normal working hours, on weekends and holidays to respond to cases requiring crisis intervention. The unit provides support to the Intake and Investigation Units during non-crisis periods.

The **CPS Investigation Unit** conducts case investigations to determine if child abuse and/or neglect allegations are substantiated, indicated, unsubstantiated or suspected. Added responsibilities entail the filing of Person in Need of Services (PINS) petitions, development of service plan agreements (SPA) for validated cases and appearance in court hearings.

The CPS Investigation Unit:

1. Interviews and assesses child and family members and other relevant parties.
2. Obtains necessary medical evaluation.
3. Collects relevant social data.
4. Determines whether or not abuse occurred
5. Assesses risk to the child
6. Seeks police or court authority as necessary and ensure the safety of the child, and execute protective custody authority if indicated.
7. Ensures necessary legal documents are prepared for subsequent court proceedings for those children requiring substitute care.
8. Participates in court hearings, wrap plans, treatment teams, and case reviews.
9. Prepares narratives and reports for documentation of interviews conducted for investigation.
10. Ensures that once a case is validated, a SPA is developed. The case is then transferred for action to the Case Management Unit.

The **CPS Case Management Unit (CMU)** receives those cases designated as needing continuing services. This unit is accountable for the implementation and monitoring of SPAs, as well as for any necessary changes or modifications identified during the duration of the plan. Progress reports are made every three months, and permanency

plans are developed for children who are in substitute care for six months or longer. Other duties include the preparation of written reports intended for court recommendations, court logs, and the coordination and participation in case reviews and treatment team meetings with other agencies.

The CPS Case Management Unit:

1. Ensures that the service plan agreement process and goals are understood by the child and family during the interview.
2. Implements the SPA, monitors progress of case, and coordinates ongoing services as needed.
3. Prepares timely permanency plans to secure placements for children who have been removed from their homes.
4. Ensures support services are activated immediately thereafter. On-going services include, but are not limited to, the coordination and the provision of psychological counseling or other interventions aimed at improving parenting and strengthening the family's capacity for resolving conflict and stress in a non-violent way.
5. Participates in court proceedings.

## **HOME EVALUATION AND PLACEMENT SERVICES SECTION**

The Home Evaluation and Placement Services (HEPS) Section is comprised of two units: Adoption and Custody Unit, and Licensing Unit. The Adoption and Custody Unit conducts individual and family assessments for adoption, child custody cases, family foster care placements, termination of parental rights and guardianship. The unit also provides post placement services (monitoring) in adoption cases. The Licensing Unit provides the certification of family foster homes for children requiring substitute care in foster homes, and the certification of child care facilities.

Individuals served by the HEPS Section include children who are in need of a permanent family, individuals and families aspiring to adopt, individuals and families wanting to provide foster care, and individuals desiring to provide child care. There are no eligibility criteria as services are available to all.

The Home Evaluation and Placement Services Section:

1. Receives and evaluates applications for individuals and families interested in adoption and foster care.
2. Provides for the certification of child care facilities and conducts the monitoring to ensure compliance.
3. Conducts home studies for custody and adoption and provide recommendations to the court or referring agency regarding suitability of homes for placements.
4. Safeguards the "best interest" concept of children by providing thorough and comprehensive individual and family assessments.



5. Provides shelter and supportive services to children in the department's legal custody in accordance with an established permanency plan.
6. Matches children with foster families and adoptive applicants.
7. Recruits, orients, obtain training for, supports and monitors family foster homes.
8. Conducts staff qualifications and facility evaluation for the issuance or renewal of child care licenses.
9. Monitors all licensed child care facilities.
10. Updates the standards for licensed child care facilities to ensure the protection and well-being of children being served.

## **FAMILY SERVICES SECTION**

The Family Services Section (FSS) is divided into two units: Promoting Safe and Stable Families Program and Family Support Services.

Promoting Safe and Stable Families Program (PSSFP), also known as the Family Preservation (FP) Program, provides family preservation services. Family preservation services are intensive, short-term, in-home, crisis intervention and support services which strive to strengthen and support families in order to prevent out-of-home placement of children or to assist families preparing to reunify.

The FSS provides services in the home to assist families in caring properly for their children. These services are carried out by paraprofessional Homemakers. Homemaker services include budgeting, nutrition, basic parenting skills, parental support, transportation, supervised visitations, cooking, and many other services.

Family Support Services Unit focuses primarily on prevention activities such as curriculum development, and strategies for the prevention and intervention of child abuse and neglect. Other efforts are targeted at strengthening the family support services in existence in order to enhance family functioning.

The PSSFP is funded through Title IV-B, Subpart 2 of the Social Security Act. A request to consolidate this program under the Title XX rule was approved by the Department of Health and Human Services in fiscal year 2002.

Individuals served by the FSS include children and their families referred for child abuse and neglect, targeted groups such as educators, health care providers, mental health clinicians, law enforcement personnel, parents and children, and the general public. The criteria for family preservation services include:

1. The case must be officially referred to the Child Protective Services Section for suspected abuse and neglect.
2. Referrals to FSS can come from any source within the Child Protective Services Section.

3. The risk of placement for one or more children in the family is immediate or high and the safety concerns of family members warrant face-to-face services.
4. The children's safety may be ensured by family preservation services.
5. The family is willing to participate in family preservation services voluntarily.
6. The family's service needs are consistent with family preservation service goals and desired outcomes.

**The Family Services Section:**

1. Develops procedures and forms for family preservation services.
2. Implements the training for foster parents.
3. Delivers child abuse and neglect prevention training presentations upon request.
4. Participates in and supports community events affecting children and families.
5. Develops and implements activities for child abuse and neglect prevention throughout the year.
6. Conducts education and community awareness activities for the prevention of child abuse and neglect.
7. Develops a volunteer program for the bureau to assist in community efforts for recruitment of foster families and child abuse and neglect prevention activities.
8. Develops and implements activities for Child Abuse Prevention Month in April.
9. Collaborates and coordinates efforts with community agencies and organizations.
10. Increases recruitment efforts for foster families.
11. Creates culturally relevant curriculum to address child abuse and neglect issues, including training modules for community and staff presentations.
12. Supports the Foster Families Association.
13. Completes annual progress and service reports.
14. Compiles statistical data on Family Preservation and other cases.

**ADMINISTRATIVE SERVICES SECTION**

The Administrative Services Unit (ASU) supports the programs and facility of the agency. The ASU provides administrative services for program staff, foster care providers and the community at large. There are no eligibility criteria as services are available to all. The ASU is responsible for the following:

1. Fiscal Operation
2. Records Management
3. Personnel Management
4. Staff Training and Development
5. Office and Property Management
6. Procurement
7. Inventory Control
8. Mail Operations
9. Secretarial Services
10. Receptionist Duties

## **PROGRAM MANAGEMENT SECTION**

The Program Management Section (PMS) is responsible for program planning, monitoring and evaluation. The goal of PMS is to maintain a viable grants management system that supports the continuity of human services.

The individuals served by PMS are program staff, foster care service providers, contracted service providers and the community at large. There are no eligibility criteria as services are available to all.

The PMS is responsible for the following:

1. Develops Policies and Procedures
  - Develops standard operating procedures (SOPs) for the Child Protective Services, Family Services and Home Evaluation and Placement Services Sections. Develops SOPs for the administrative programs of the bureau.
2. Monitors and Evaluates Federally and Locally Funded Programs
3. Manages Service Contracts
  - Conducts quarterly monitoring of the service contracts with Catholic Social Services. These service contracts include the *Alee I* and *II* and the *Guma San Jose* shelters. The *Alee I* shelter provides 24-hour emergency shelter and support services for women and children who are victims of family violence. The *Alee II* shelter provides 24-hour shelter and support services for children who are victims of abuse and neglect. The *Guma San Jose* shelter provides 24-hour shelter and support services for individuals and families who are homeless
  - Ensures that services provided are adequate and facilities are well maintained. Evaluates the effectiveness of services and prepares report on findings and recommendations.
  - Participates in contract preparation, budget negotiations, and contract renewals with service providers.
  - Prepares the office space lease agreement and other contracts, as necessary.
4. Maintains Computer Equipment, and other Automation of Information Systems
  - Identifies automation needs of programs.
  - Assists in training all staff on the use of the system.
  - Monitors the operation of the system. Maintains contact with system technicians when problems occur so that corrective actions are taken immediately.
  - Manages and updates reference files, when necessary.
  - Assists system technicians in taking security measures.

- Conducts backup activities for files, if necessary.
  - Coordinates with the court to monitor, maintain and get technical assistance on the Criminal Justice Information Services (CJIS) and National Crime Information Center (NCIC) systems.
5. Assists in Management Research Projects and Other Special Projects
  6. Conducts Fiscal Management and Grant Writing.
    - Prepares quarterly and annual progress reports for grant programs.
    - Prepares the annual Title XX Pre- and Post- expenditure reports.
    - Prepares annual Federal Financial Reports.
    - Prepares program statistical reports.
    - Prepares federal and local budgets.
    - Prepares response to audit findings on fiscal and program matters.
  7. Analyzes Federal and Local Legislation and its impact on Child and Family Welfare Programs
  8. Develops and Implements the Bureau's Corrective Action Plans
  9. Develops Contingency Plans
  10. Identifies Staff Training and Conducts Training Needs Analysis.
  11. Provides New Employee Orientation.
  12. Provides Notary Services.

## **PROGRAM APPLICATION TO TITLE XX GOALS**

The BOSSA subscribes to the following goals:

- To ensure the safety and well being of children and their families.
- To minimize unnecessary separation of children from their families and to ensure permanency by strengthening the quality of services.
- To minimize trauma for children who require substitute care by ensuring they are placed in the most familial environment.
- To improve the child and family assessment process in order to accurately determine the risk to children.

- To improve the ability of parents to care for their children and empower them to take control of their problems.
- To ensure the best interest of children by providing adoption and custody services that are child-focused.
- To prevent incidences of child abuse and neglect through public education and community outreach.

As described in Section 2001 of the Title XX rule, States are encouraged to provide services directed at the following goals:

Goal 1: Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.

Goal 2: Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.

Goal 3: Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.

Goal 4: Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.

Goal 5: Securing referral or admission for institutional care when other forms of care are not appropriate; or providing services to individuals in institutions.

State Program	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
Child Welfare Services	X	X	X		X
Adoption, Custody, Guardianship, Termination of Parental Rights and other Home Studies		X	X		
Child Care Licensing and Family Foster Home Certification			X		
Family Preservation and Support Services	X		X		
Contractual Services for Women and Children who are Victims of Family Violence, Victims of Child Abuse and Neglect, and Individuals and Families who are Homeless	X	X	X		X

**IV. BUDGET**

**COMPOSITION OF THE TITLE XX (SSBG)  
CONSOLIDATED BLOCK GRANTS PROGRAM  
FISCAL YEAR 2011**

<b>PROGRAM</b>	<b>AMOUNT</b>
Social Services Block Grant	\$ 293,103
Child Abuse and Neglect	67,174
Child Welfare Services	302,471
Children's Justice	60,298
Community Services Block Grant	863,097
Family Resource	200,000
Family Violence Prevention	129,792
Low Income Home Energy Assistance Program	229,302
Family Preservation and Support Services	391,034
Family Preservation and Support Services (Caseworker Visits)	19,313
<b>Total:</b>	<b>\$ 2,555,584</b>

# **TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM**

**Fiscal Year 2011 Expenditure (of Fiscal Year 2010 Carry Over Funds)**

Account Number: 5101H101726SE134

Grant Period: 10/01/10 - 09/30/11

Object Code	Object Category	FY 2010 Appropriation	Encumbrance + Expenditure	Outstanding Encumbrances	Total Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Total Adjusted Expenditure	Adjustment to Expenditure (FY 2010 Indirect Cost Charge)	Adjustment to Expenditure (FY 2011 Indirect Cost Charge)	Total Adjusted Expenditure
111	Regular Salary	\$ 1,066,187.82	\$ 1,048,212.11	-	\$ 1,048,212.11	-	\$ 1,048,212.11	-	-	\$ 1,048,212.11
112	Overtime Salary	\$ 419.11	\$ -	-	\$ -	-	\$ -	-	-	\$ -
113	Fringe Benefit	\$ 372,614.72	\$ 367,435.23	-	\$ 367,435.23	-	\$ 367,435.23	-	-	\$ 367,435.23
220	Travel	\$ 29,000.00	\$ 19,361.17	-	\$ 19,361.17	-	\$ 19,361.17	-	-	\$ 19,361.17
230	Contract	\$ 163,240.00	\$ 145,535.22	7,541.96	\$ 137,993.26	5,207.00	\$ 143,200.26	-	-	\$ 143,200.26
233	Building Rental	\$ 116,711.00	\$ 116,710.40	-	\$ 116,710.40	-	\$ 116,710.40	-	-	\$ 116,710.40
240	Supplies	\$ 39,760.00	\$ 34,455.63	26.63	\$ 34,429.00	-	\$ 34,429.00	-	-	\$ 34,429.00
250	Equipment	\$ 10,000.00	\$ 9,269.02	1,611.00	\$ 7,658.02	1,611.00	\$ 9,269.02	-	-	\$ 9,269.02
	Drug Testing									
271	Charges	\$ 375.00	\$ 37.50	-	\$ 37.50	-	\$ 37.50	-	-	\$ 37.50
363	Telephone	\$ 108,000.00	\$ 81,213.44	-	\$ 81,213.44	-	\$ 81,213.44	-	-	\$ 81,213.44
450	Capital Outlay	\$ -	\$ -	-	\$ -	-	\$ -	-	-	\$ -
701	Indirect Cost - Federal									
	Program	\$ 7,605.00	\$ -	-	\$ -	-	\$ -	\$ 91,293.33	\$ 2,751.19	\$ 94,044.52
<b>Total:</b>		<b>\$ 1,913,912.65</b>	<b>\$ 1,822,229.72</b>	<b>\$ 9,179.59</b>	<b>\$ 1,813,050.13</b>	<b>\$ 6,818.00</b>	<b>\$ 1,819,868.13</b>	<b>\$ 91,293.33</b>	<b>\$ 2,751.19</b>	<b>\$ 1,913,912.65</b>

Note: Indirect cost rate for fiscal year 2011 is 12.36%. However, only \$2,751.19 is available for Federal indirect cost for fiscal year 2011.

Liquidated encumbrances = \$782.58.

**TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM**

Fiscal Year 2011 Expenditure (of Fiscal Year 2011 Grants)

Account Number: 5101H111726SE134

Grant Period: 10/01/10 - 09/30/11

<b>Object Code</b>	<b>Object Category</b>	<b>Fiscal Year 2011 Appropriation</b>	<b>Fiscal Year 2011 Expenditure</b>	<b>Funds Available (Carry Over to Fiscal Year 2012)</b>
111	Regular Salary	\$ 1,325,000.00	\$ 632,002.49	\$ 692,997.51
112	Overtime Salary	\$ 500.00	\$ -	\$ 500.00
113	Fringe Benefit	\$ 444,500.00	\$ 196,178.73	\$ 248,321.27
220	Travel	\$ 40,000.00	\$ -	\$ 40,000.00
230	Contract	\$ 217,150.00	\$ -	\$ 217,150.00
233	Building Rent	\$ 116,711.00	\$ -	\$ 116,711.00
240	Supplies	\$ 23,000.00	\$ -	\$ 23,000.00
250	Equipment	\$ 10,000.00	\$ -	\$ 10,000.00
271	Drug Testing Charges	\$ 300.00	\$ -	\$ 300.00
363	Telephone	\$ 108,000.00	\$ 6,244.74	\$ 101,755.26
450	Capital Outlay	\$ -	\$ -	\$ -
701	Indirect Cost - Federal Program	\$ 10,705.00	\$ 10,705.00	\$ -
<b>Total:</b>		<b>\$ 2,295,866.00</b>	<b>\$ 845,130.96</b>	<b>\$ 1,450,735.04</b>

Note: Federal indirect cost rate for fiscal year 2011 is 12.36%.  
Funds totalling \$259,718 was received and appropriated after the report period.



## Fiscal Year 2011 Expenditure of Foster Care Program Funds

Account Number: 5100A091726MA001

Expense Period: 10/01/10 - 09/30/11

Object Code	Object Category	FY 2011 Appropriation	Encumbrance + Expenditure	Ousting Encumbrances	Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Funds Available
111	Regular Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112	Overtime Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
220	Travel	\$ 23,280.00	\$ -	\$ -	\$ -	\$ -	\$ 23,280.00
230	Contract	\$ 1,166,012.00	\$ 1,166,011.16	\$ 71.03	\$ 1,165,940.13	\$ -	\$ 71.87
233	Building Rent	\$ 58,356.00	\$ 58,355.20	\$ -	\$ 58,355.20	\$ -	\$ 0.80
240	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
250	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Drug Testing						
271	Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
290	Miscellaneous	\$ 655,152.00	\$ 655,151.49	\$ 7,916.02	\$ 647,235.47	\$ -	\$ 7,916.53
363	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
450	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>		<b>\$ 1,902,800.00</b>	<b>\$ 1,879,517.85</b>	<b>\$ 7,987.05</b>	<b>\$ 1,871,530.80</b>	<b>\$ -</b>	<b>\$ 31,269.20</b>

Note: Foster Care program funds are 100% locally funded.

# **Total Funds Received by the Bureau of Social Services Administration FY 2010**

Foster Care  
Program (100%  
local funds) 45%

Title XX,  
Consolidated  
Block Grants  
Program (100%  
Federal funds)  
55%

**Foster Care Funds: \$1,902,800**  
**Title XX Funds: \$2,295,866**

Bureau of Social Services Administration  
Staffing Pattern  
Fiscal Year 2011

Appendix F

POSITION NO.	POSITION TITLE	PAY GRADE/STEP	SALARY	INCREMENT DATE	INCREMENT AMOUNT	BENEFITS	TOTAL
<b>ADMINISTRATION</b>							
6869	Human Services Program Administrator	P14	63,628	01/12/11	1,665	23,876	89,169
<b>ADMINISTRATIVE SERVICES UNIT</b>							
6733	Administrative Assistant	J15	40,873	03/21/11	835	12,711	54,419
6954	Administrative Assistant (Vacant)	J01	-		-	-	-
6820	Word Processing Secretary II	H11	29,962	10/20/11	-	12,637	42,599
6957	Word Processing Secretary II (Vacant)	H01	-		-	-	-
6970	Administrative Aide	F03	19,840	12/10/10	918	6,707	27,465
6897	Public Health & Social Services Aide (Vacant)	E01	-		-	-	-
6870	Clerk III	E08	23,318	08/21/11	139	12,508	35,965
6797	Customer Service Representative (Vacant)	E01	-		-	-	-
<b>SUBTOTAL:</b>			177,621		3,557	68,439	249,617
<b>PROGRAM MANAGEMENT SECTION</b>							
6734	Program Coordinator IV	N13	51,662	05/02/12	-	17,844	69,506
6976	Program Coordinator III	M10	43,018	05/01/12	-	15,346	58,364
6971	Program Coordinator III	M09	41,584	08/01/11	239	15,000	56,823
6956	Program Coordinator II	M10	43,018	04/11/13	-	17,334	60,352
6867	Program Coordinator I (Vacant)	K01	-		-	-	-
6796	Management Analyst III	M10	43,018	09/13/12	-	15,785	58,803
<b>SUBTOTAL:</b>			222,300		239	81,309	303,848
6958	Social Service Supervisor I	O15	60,236	02/12/11	1,405	20,729	82,370
<b>CHILD PROTECTIVE SERVICES SECTION</b>							

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6975	Social Service Supervisor I	N15	55,341	10/13/11	-	21,456	76,797
6849	Social Service Supervisor I	N12	49,915	08/26/11	291	17,873	68,079
6894	Social Service Supervisor I	N12	49,915	08/26/11	291	17,873	68,079
CPS INTAKE UNIT							
6878	Social Worker III	M05	35,848	08/08/12	-	11,384	47,232
6896	Social Worker II	L05	33,150	11/13/11	-	10,237	43,387
CPS CRISIS UNIT							
6884	Social Worker III	M05	35,848	08/08/12	-	14,011	49,859
6882	Social Worker III (Vacant)	M01	-		-	-	-
CPS INVESTIGATION UNIT							
6687	Social Worker III	M10	43,018	02/22/12	-	15,346	58,364
6686	Social Worker III	M09	41,584	05/27/11	598	15,543	57,725
6689	Social Worker III	M05	35,848	12/03/10	1,195	13,495	50,538
6017	Social Worker III	M04	34,056	07/27/11	448	13,323	47,827
6876	Social Worker III	M03	32,263	12/17/10	1,494	13,002	46,759
6018	Social Worker III	M03	32,263	09/15/11	149	12,718	45,130
6693	Social Worker III	M02	30,471	03/12/11	1,045	12,044	43,560
6691	Social Worker III (Vacant)	M01	-		-	-	-
6795*	Social Worker II (Vacant)	L01	-		-	-	-
6872	Social Worker II (Vacant)	L01	-		-	-	-
6875	Social Worker II (Vacant)	L01	-		-	-	-
6877	Social Worker II (Vacant)	L01	-		-	-	-
CPS CASE MANAGEMENT UNIT							
6015	Social Worker III	M12	46,082	09/23/11	134	19,088	65,304
6968	Social Worker III	M12	46,082	01/10/11	1,210	18,686	65,978
6690	Social Worker III	M11	44,524	03/21/11	909	13,975	59,408
6860	Social Worker III	M05	35,848	03/31/11	837	13,515	50,200
6692	Social Worker III (Vacant)	M01	-		-	-	-
6794*	Social Worker III (Vacant)	M01	-		-	-	-

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SUBTOTAL:		742,292	10,006	274,298	1,026,596		
HOME EVALUATION AND PLACEMENT SERVICES SECTION							
6879	Social Service Supervisor II	O15	60,236	03/11/11	1,230	18,423	79,889
LICENSING UNIT							
6969	Social Worker III	M11	44,524	08/11/12	-	18,599	63,123
6868	Social Worker III	M10	43,018	02/26/12	-	17,334	60,352
ADOPTION/CUSTODY UNIT							
6874	Social Worker III	M13	47,695	09/23/11	139	14,482	62,316
6880	Social Worker III	M11	44,524	08/05/12	-	13,525	58,049
6016	Social Worker III	M09	41,584	05/01/12	-	15,370	56,954
6688	Social Worker II (Vacant)	L01	-		-	-	-
SUBTOTAL:		281,581	1,369	97,733		380,683	
FAMILY SERVICES SECTION							
6922	Social Service Supervisor I	N12	49,915	08/04/12	-	19,327	69,242
FAMILY PRESERVATION UNIT							
6881	Social Worker III	M06	37,282	02/19/11	956	11,708	49,946
FAMILY SUPPORT SERVICES UNIT							
6694	Homemaker	F10	26,453	04/26/11	463	11,139	38,055
6973	Homemaker	F06	22,926	02/07/11	588	11,486	35,000
6891	Homemaker	F06	22,926	04/25/11	441	12,482	35,849
6959	Homemaker	F04	20,942	12/10/11	-	10,951	31,893
6974	Homemaker	F01	17,635	06/27/12	-	6,172	23,807
6972	Homemaker	F01	17,635	07/11/12	-	6,172	23,807

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<b>SUBTOTAL:</b>	215,714	2,448	89,437	307,599
<b>TOTAL:</b>	1,639,508	17,619	611,216	2,268,343

\* Positions funded with Foster Care program funds (100% local).

## Part A. Expenditures and Provision Method

OMB NO.: 0970-0234

EXPIRATION DATE: 06/30/2014

STATE: Guam	FISCAL YEAR: 2011	REPORT PERIOD: 10/01/2010 - 09/30/2011
Contact Person: Lydia Diaz Tenorio	Phone Number: (671) 475-2653/2672	
Title: Human Services Program Administrator	E-Mail Address: lydia.tenorio@dphss.guam.gov	
Agency: Department of Public Health and Social Services	Submission Date: March 2012	

Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method	
	SSBG Allocation	Funds transferred into SSBG*			Public	Private
1 Adoption Services	180,281		3,638	183,920	X	
2 Case Management	368,766		13,726	382,492	X	
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	122,518		5,911	128,428	X	
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	281,727		655,388	937,114	X	
12 Health-Related Services						
13 Home-Based Services	80,887		0	80,887	X	
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	51,266		315	51,581	X	
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	155,963		3,633	159,596	X	
21 Protective Services--Adults	9,997		382,884	392,881	X	
22 Protective Services--Children	911,339		670,154	1,581,493	X	
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	77,273		3,132	80,405	X	
29 Other Services***	411,293		8,547	419,840	X	
30 SUM OF EXPENDITURES FOR SERVICES	2,651,309		1,747,329	4,398,638		
31 Administrative Costs	16,441		124,202	140,643		
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	2,667,750		1,871,531	4,539,281		

\* From which block grant(s) were these funds transferred?

\*\* Please list the sources of these funds:

\*\*\* Please list other services:

## \*\*\*Other Services

	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method	
	SSBG Allocation	Funds transferred into SSBG			Public	Private
Day Care Licensing and Monitoring	110,308		1,817	112,125	X	
Child Custody Homestudy	175,549		3,633	179,182	X	
Homestudy to Determine Appropriate Placement for Children	34,149		1,468	35,617	X	
Family Foster Home, Group Home & Therapeutic Foster Home Certification	91,287		1,629	92,917	X	
TOTAL FOR OTHER SERVICES:	411,293		8,547	419,840		

**Part B. Recipients**

OMB NO.: 0970-0234

EXPIRATION DATE: 06/30/2014

STATE: Guam

FISCAL YEAR: 2011

Service Supported with SSBG Expenditures	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
1 Adoption Services	39	85	13	0	98	137
2 Case Management	213	117	0	0	117	330
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	55	8	0	0	8	63
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	272					272
12 Health-Related Services						
13 Home-Based Services	73	6	0	0	6	79
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	100	0	0	0	0	100
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	8	4	0	0	4	12
21 Protective Services--Adults		332	13	0	345	345
22 Protective Services--Children	2390					2390
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	454	63	0	0	63	517
29 Other Services***	44	122	20	0	142	186
30 SUM OF RECIPIENTS OF SERVICES	3648	737	46	0	783	4431

Other Services***	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
Day Care Licensing and Monitoring	0	33	15	0	48	48
Child Custody Homestudy	36	54	2	0	56	92
Homestudy to Determine Appropriate Placement for Children	8	9	1	0	10	18
Family Foster Home, Group Home & Therapeutic Foster Home Certification	0	26	2	0	28	28
<b>TOTAL FOR OTHER SERVICES:</b>	<b>44</b>	<b>122</b>	<b>20</b>	<b>0</b>	<b>142</b>	<b>186</b>



